

2.3 Breaking Down Large Assignments (Chunking)

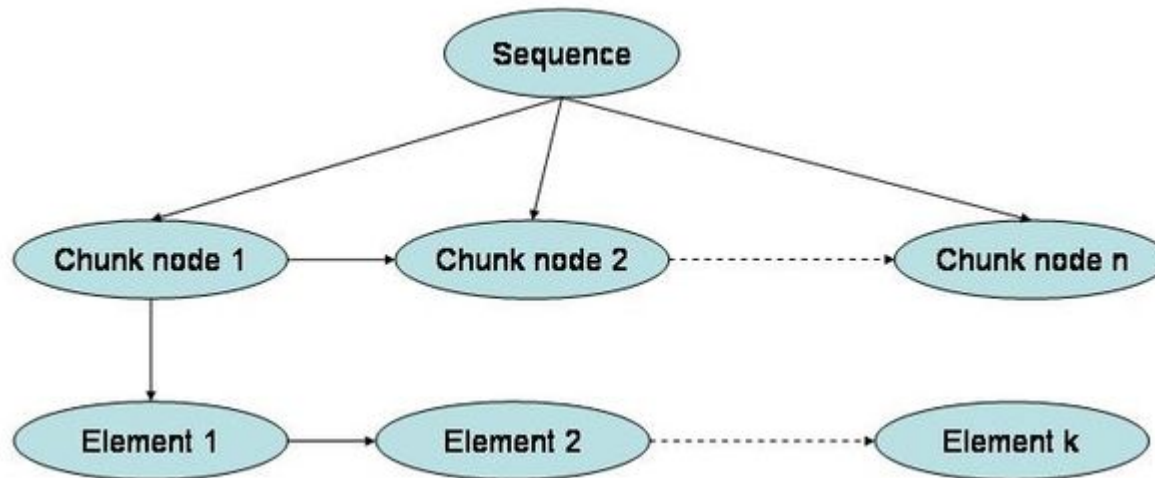


Overview

- Some students are overwhelmed by long and lengthy assignments and will perform much better if the number of items required is reduced or divided into several shorter assignments and given to the student one at a time.

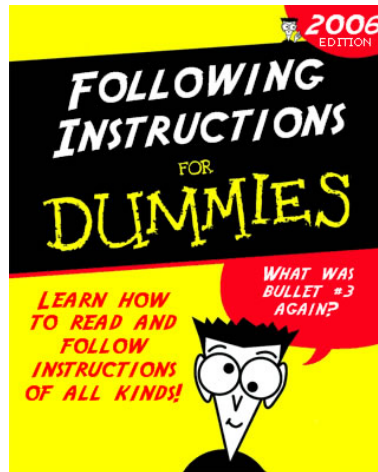
“Chunking”

- What is chunking??
- Taking large assignments and breaking them down into smaller manageable parts



Step 1- Defining The Task

- The first step in chunking is reading over the instructions for your assignment
- After you read the instructions, if there is something that you don't understand ask to clarify



Step 1- Defining the Task

- Once you have finished reading the assignment, think to yourself
- “What am I supposed to do?”
- “What are the questions that I need to answer?”
- What type of information do I need?
- How much information do I need?
- What should my finished project look like?

Step 2- Break It Down (chunk it)

- Break the large assignment into small manageable pieces.
- Look at the first section of your assignment and write down what you need to do (either on chart paper or a piece of lined paper

Step 3- Information Seeking Strategies

Step 1- “Choose a Greek God”

My choice is _____

Step 2- Break It Down (chunk it)

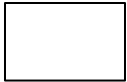
- Once you have finished Step one move on to step two and read the instructions and figure out what is asked of you
- Once you figure out what you need to do write the steps down

Step 2- Break It Down (chunk it)

- Ex...In the Part A you have to write a summary paragraph summarizing the myth of the God or Goddess you chose.
- Write that down on your chart paper as Part A
- **IF A SECTION HAS A SPECIFIC DUE DATE PUT THAT DATE BESIDE THE SECTION ON YOUR CHART**

Step 2- Break It Down (chunk it)

Greek Gods Assignment Outline



Step 1- Choose My God



Step 2- Part A- Summary of my God/Goddess Myth (**due Sept 30**)

Step 2- Break It Down (chunk it)

- Move on to Part B: What is it asking you??
 - (a) Write a letter to the director or (b) to write a letter to the dean of students
- Make your choice and write it down
(either a letter to the director or write a letter of application to the dean of students)

Step 2- Break It Down (chunk it)

- Keep following this process for the next section of the assignment, breaking it into small pieces.
- Ex- Choose either Writing a guidance letter to your God or Writing a gossip letter.

Step 2- Break It Down (chunk it)

Greek Gods Assignment Outline

☐

Step 1- Choose My God

☐

Step 2- Part A- Summary of my God/Goddess Myth (**due Sept 30**)

☐

Step 3- Part B- Letter to the Dean (**Due October 8**)

Step 2- Break It Down (chunk it)

- Keep following this process for the next section
- Choose either:
 - (A) Letter offering support and/or guidance
 - (B) Letter to your friend offering gossip
- Copy your choice on the chart paper

Step 2- Break It Down (chunk it)

Greek Gods Assignment Outline

- ☐ Step 1- Choose My God
- ☐ Step 2- Part A- Summary of my God/Goddess Myth (**due Sept 30**)
- ☐ Step 3- Part B- (option A) Letter to the Dean (**due Oct 8**)
- ☐ Step 4- Part B- (option B) Letter to your friend with gossip (**Due Oct 15**)

Step 2- Break It Down (chunk it)

- Keep following this process for the next section of the assignment, breaking it into small pieces.
- In part C it asks you to **pick 3** of the activities that are listed
- (either a text message conversation, Advertisement, Horoscope, Obituary, Trading Card, Collage or a Poem)

Step 2- Break It Down (chunk it)

Greek Gods Assignment Outline

- ☐ Step 1- Choose My God
- ☐ Step 2- Part A- Summary of my God/Goddess Myth **(due Sept 30)**
- ☐ Step 3- Part B- (option A) Letter to the Dean **(due Oct 8)**
- ☐ Step 4- Part B- (option B) Letter to your friend with gossip **(due Oct 15)**
- ☐ Step 5- Part C- (option A) Text message conversation **(due Oct 20)**
- ☐ Step 6- Part C- (option E) Trading Card **(due Oct 26)**
- ☐ Step 7- Part C- (Option F) Collage **(due Oct 31)**

Step 2- Break It Down (chunk it)

- As you finish each section, check the box on your list

Step 3- Look At Your Rubric

- Now that you have made your decisions, look at your rubric before attempting each section
- Looking at the rubric will tell you exactly what information you need to have in each section
- Once you have figured out what is expected, you are now ready to do some research

Step 4- Information Seeking Strategies

- Once you figure out what is expected of you it is time to find out how you are going to gather your information
- What are my possible sources?
(Books, Web sites, periodicals, E-mail, interviews, television, video)
- What are my best resources?
- Either write or print your notes

Step 5- Use of Information

- Once you have found your information, it is important to narrow down your facts and use the information that is relevant to each section.
- Ask yourself a few questions
 - Which information is relevant
 - Is there sufficient information to answer the questions that are asked of me?
 - Can I eliminate information that does not answer my questions

Step 5- Use of Information

- Once you have your information for each section, you can start to work on rough copies.
- Start at whatever section you want to and when you finish a section hand in to Mr. Jason to proof read it for you and help with corrections

Step 5- Use of Information

- When you get your rough copy back make the appropriate changes right away.
- Be sure when you are finished a section (good copy) you check the box off on your information sheet

Step 6- Evaluation

- When you have all boxes checked off on your chart ask yourself:
 - Have I completed the requirement of the assignment? (if yes, move on: if no go back and finish what needs to be finished)
 - Is it organized a proof read? (if yes, move on: if no go back and finish what needs to be finished)
 - Is this my best work? (if yes, move on: if no go back and finish what needs to be finished)

Step 6- Evaluation

- When you have all boxes checked off on your chart ask yourself: (continued)
 - Can I improve the project anywhere?

Step 7- Hand In

- HAND IN ON TIME !!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!

TIME TO PRACTICE